



Introduction to Constructed Travel in DTS

Summary

When you perform official travel for DoD, the Authorizing Official (AO) will authorize or direct you* to use a specific transportation mode (i.e., the *directed transportation mode*). Per the [Joint Travel Regulations \(JTR\)](#), par. 020206. M., Commercial airplane is the DoD's preferred mode for official travel more than 400 miles one way or more than 800 miles round trip. Sometimes you might prefer traveling using a different transportation mode (i.e., your *selected transportation mode*). For example, you want to drive your own car**.

The [JTR](#) allows you to use your selected transportation mode, but it also gives the AO the right to *limit* your transportation reimbursement, if your choice is more expensive. Constructed travel lets the AO compare the true costs of the same trip using different transportation modes.

To learn more about using a POV, see the [JTR](#), par. 020210. *Privately Owned Vehicles (POV)* and the Table 2-11. Cost Comparison Rules for Using a POV.

**In this information paper, "you" are generally a traveler; however, the actions described can apply to others who create travel documents – e.g., Non-DTS Entry Agent, travel clerk. There is also a section for AOs.*

*** The [JTR](#), Appendix A. states, "Privately owned vehicle (POV) is a motor vehicle, including an airplane, boat, or helicopter that is owned or leased for personal use."*

Note: The primary focus of this information paper is on planning and coordinating constructed travel on an authorization; although, many of the same actions can also apply on a voucher, if you used a transportation mode the AO did not authorize.

The Basic Constructed Travel Process

It's important to understand that constructed travel does not apply on most official trips. To determine if constructed travel rules apply to your trip, ask yourself these questions:

- Do I want to use a transportation mode that is neither the directed transportation mode nor the Government's preferred transportation mode?
- Do I want to drive a POV (car or motorcycle) over 400 miles on any one-way travel leg (e.g., from home to a TDY location)?

If the answer to both questions is, "**Yes**," constructed travel applies and you must complete a [Pre-Travel Worksheet](#). If the answer to either question is "**No**," constructed travel does not apply, and you don't need to complete a cost comparison, even if DTS displays a **Constructed Travel Pre-Audit** flag (see the *Constructed Travel Pre-Audit Flag Triggers* section of this information paper). **Note:** Follow your local business rules on what your organization wants you to enter for the **Constructed Travel Pre-Audit** flag when under the *JTR* miles threshold.

When constructed travel applies, here's what happens:

1. You create your DTS authorization to reflect the total costs of the trip for your selected transportation mode.

**The Basic
Constructed
Travel
Process
(continued)**

2. You complete a [Pre-Travel Worksheet](#) to show the estimated cost (a.k.a., the *constructed cost*) of the directed transportation mode and attach it to the DTS document. You may also include cost avoidances and additional considerations on the [Pre-Travel Worksheet](#).
 3. The AO considers the information in both your authorization and the [Pre-Travel Worksheet](#) and decides how to authorize your trip either allowing:
 - a. Full reimbursement for the selected transportation mode.
- or-
- b. You to use your selected transportation mode, but limit your transportation reimbursement to the constructed cost of the directed transportation mode.

Figure 1 provides a visual representation of the constructed cost decision process.

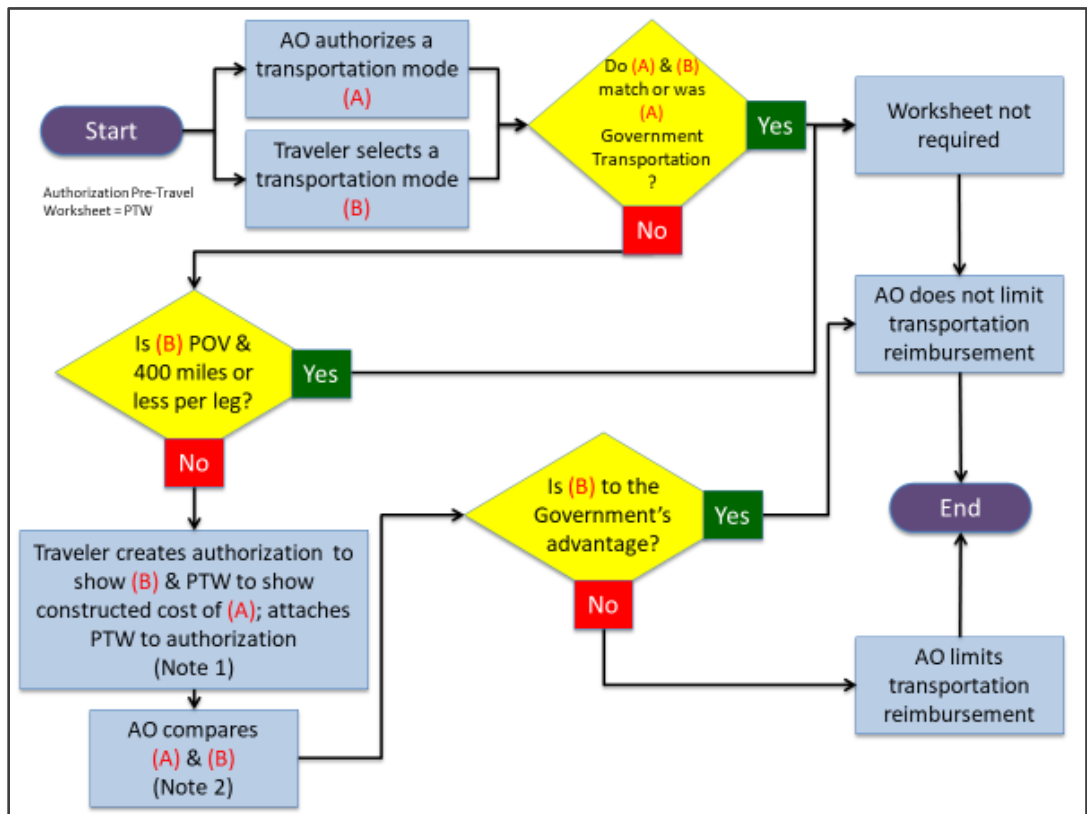


Figure 1: The Constructed Travel Process

Notes:

1. The *Pre-Travel and Post-Travel Worksheets Layout* section of this document explains to the traveler how to complete a **Pre-Travel Worksheet** (PTW). If you are using an alternate worksheet, contact the document creator for complete instructions.
2. The *AO Review and Approve Travel Documents* section of this document outlines the considerations the AO uses to determine which transportation mode is advantageous to the Government.

Constructed Travel Pre-Audit Flag Triggers

Some selections you make in DTS trigger a **Constructed Travel Worksheet Pre-Audit** flag (Figure 2, Indicator 1), which tells you that you may need to provide a [Pre-Travel Worksheet](#). You will need to justify this flag in one of two ways:

- If you don't need to complete a [Pre-Travel Worksheet](#), justify the flag by stating that a CTW is not required, and explain why (e.g., *JTR, par. 020210. POV, Table 2-10*, states “If the official distance between authorized locations (as determined by the DTOD* or from appropriate distances (non-DoD Services)) is 400 miles or less one way or 800 miles or less round trip, Then use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD* distance between official points. No cost comparison is required.”
- If you do need to complete a [Pre-Travel Worksheet](#), select the **Constructed Travel Worksheet** link (Figure 2, Indicator 2) to obtain a blank form (follow the guide) attach it to your DTS authorization, and justify the flag by stating you attached the [Pre-Travel Worksheet](#) to your trip.

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Other Authorizations [Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

1 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via scanning.

Justification to Approving Official *

[Add Justification](#)

Figure 2: Other Auths and Pre Audits Screen (Top)

Constructed Travel Pre-Audit Flag Triggers (continued)

The list below identifies the most common selections that trigger the **Constructed Travel Pre-Audit** flag:

- On an authorization the flag triggers when:
 - On the **Reservation Expenses** screen, in the *Select a Rental Car* section, under **Advanced Options**, checking the **Using to travel to my TDY location** box (Figure 3) to indicate en route travel (travel mode to and from the TDY location).

The screenshot shows the 'Rental Car Step 1 of 2: Select a Rental Car' interface. It includes fields for 'PICK-UP LOCATION' (DCA - Washington Ronald Reagan National Ap...), 'PICK-UP' (06/26/2023 @ 08:30 AM), and 'DROP-OFF' (06/30/2023 @ 05:30 PM). Under 'Advanced Options', the 'EN ROUTE TRAVEL' section is highlighted with a red box, showing the checkbox 'Using to travel to my TDY location' is checked. Other options include 'Vehicle Type' (Compact) and 'Travel Mode' (One-way rental).

Figure 3: Select a Rental Car Screen (En Route Travel)

- Selecting any expense on the **Add New** (Figure 4) pop-up screen that reflects travel to, from, or between TDY locations by any transportation mode other than a commercial flight or Government vehicle. Examples include (but are not limited to):
 - *Mileage Expense: Private Auto or Motorcycle – To/From TDY*
 - *Transportation Expense: Rental Car – at TDY Area*
 - *Ticketed Expense: Bus Ticket (i.e., Commercial Bus).*

The screenshot shows the 'Add New' expense screen. The 'Select Type' dropdown is set to 'Private Auto - To/From TDY'. A warning message states: 'This expense may require a Constructed Travel Worksheet to be submitted with this document.' The 'Expense Date' is 06/26/2023, 'Start Location' is 22193 Woodbridge, VA, Prince William, and 'End Location' is 30303 Atlanta, GA, Fulton. The screen includes buttons for 'Attach Receipt', 'Cancel', and 'Add'.

Figure 4: Add New Screen (Private Auto)

Constructed Travel Pre-Audit Flag Triggers (continued)

- On a voucher the flag triggers when:
 - Entering any transportation mode that was not on the approved authorization, (unless that transportation mode is a commercial flight or any form of Government transportation).
 - Adding **POV en route** mileage on the voucher when the authorization *only* reflected a commercial air travel mode.

TRANSPORTATION MODE CHANGE

The voucher indicates a transportation mode that was not approved on the authorization. A constructed travel cost-comparison worksheet may be required to be completed and included with the document via scanning. Travel Mode(s) Changed: CP||CP

Justification to Approving Official *

[Add Justification](#)

Figure 5: Pre-Audit Flag (Transportation Mode Change)

Note 1: The **Pre-Audit** flag for **Constructed Travel Worksheet** as described in Figure 2 may also appear.

Note 2: In the description for the **Transportation Mode Change** flag. **Note:** **CP** stands for Commercial Plane.

Pre-Travel and Post-Travel Worksheets and Guides Locations

There are two ways to locate and open a blank [Pre-Travel Worksheet](#):

1. Open through a DTS document.
 - a. In your trip, navigate to the **Other Auths and Pre Audits** screen.

Pre-Travel
and Post-
Travel
Worksheets
and Guides
Locations
(continued)

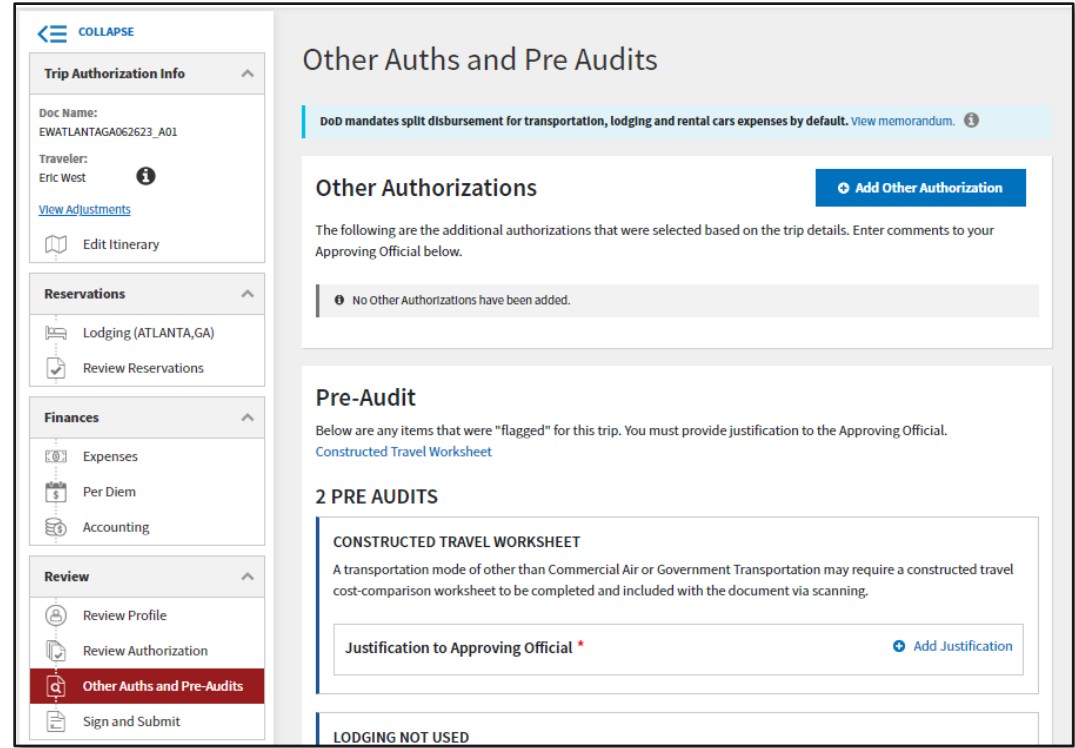


Figure 6: Pre-Audit (for Constructed Travel Worksheet) Screen

- b. Select the **Constructed Travel Worksheet** link (Figure 6). The **Constructed Travel Home** page opens (Figure 7).

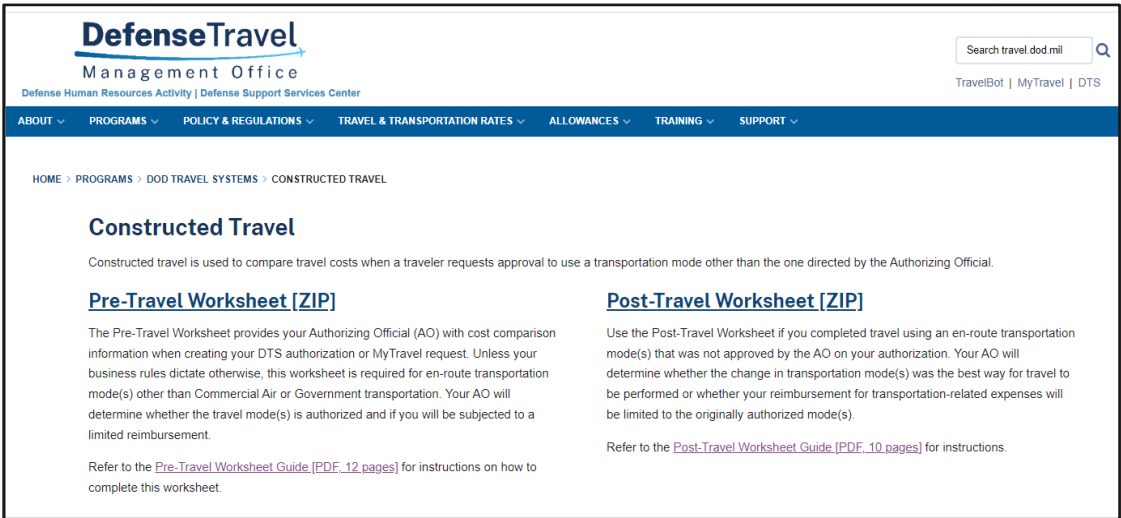


Figure 7: Constructed Travel Home Page

- c. Locate the appropriate worksheet or guide. **Note:** For DTS authorizations if constructed travel applies then use the **Pre-Travel Worksheet**. For DTS vouchers if constructed travel applies then use the **Post-Travel Worksheet**.

**Pre-Travel
and Post-
Travel
Worksheets
and Guides
Locations
(continued)**

- d. For the **Pre-Travel Worksheet** or **Post-Travel Worksheet**, select the zip file link. The **Save As** window appears.
 - e. Choose a folder location to download/save the document. Then select **SAVE**.
 - f. Open the saved document. See *Pre-Travel and Post-Travel Worksheets Layout* section of this paper to complete the forms.
2. Access directly from the DTMO Website. Navigate to <https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>.
 - a. Use the same steps to access the worksheets as outline in c-f listed above complete the form.

**Pre-Travel
and Post-
Travel
Worksheets
Layout**


The **Pre-Travel Worksheet** has four main sections, as shown in Figure 8. The accompanying guide explains in detail how to complete the form. The **Post-Travel Worksheet** contains five main sections (not shown for this paper) which are also explained in the accompanying guide. As stated previously, you can obtain the guides from the DTMO website.

Note: Consult your local business rules to ensure you comply with all local constructed travel guidance.

The sections of the form (Figure 8) provide key information the AO will use when deciding whether to limit your transportation reimbursement. They are:

- **Sections 1 and 2:** Enter details of the itinerary and transportation costs as if you were using the directed transportation mode. This establishes the constructed cost. If the AO limits your transportation reimbursement, this is the maximum amount you may receive to reimburse you for your transportation costs.
- **Section 3:** Enter additional travel-related costs that are neither in the constructed cost nor on the authorization, but that you would incur if you were to use the directed transportation mode. It helps the AO to better understand the complete cost of the trip, if it were accomplished using the directed transportation mode.
- **Section 4:** Select factors that could influence the overall trip cost or that could prevent you from accomplishing your mission if you used the directed transportation mode (e.g., shipping equipment costs, weather delay possibilities).

Note: if you are uncertain on how to complete the forms, contact your DTA or supervisor for assistance.



Constructed Travel Worksheet - Pre-Travel

Not required for any travel legs of 400 one-way miles or less, if by your privately-owned car or motorcycle. Refer to worksheet instructions for complete guidance.

Name:

1. Travel itinerary for the standard transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					\$0.00
TDY to PDS					\$0.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

- A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport) \$0.00
- B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport) \$0.00
- C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport) \$0.00
- D. Total transportation cost \$0.00
- E. Fee normally charged by your CTO \$0.00
- F. Total constructed transportation cost \$0.00

Cost
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

3. Potential transportation costs avoided by using your requested transportation mode:

- A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport) \$0.00
- B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi) \$0.00
- C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls) \$0.00
- D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport) \$0.00
- E. Parking at PDS terminal (e.g., parking at the airport while TDY) \$0.00
- F. Shipping costs (e.g., baggage fees, official equipment shipping fees) \$0.00
- G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers) \$0.00
- H. Total avoided transportation cost \$0.00

Cost
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

4. Additional considerations (non-monetary):

Check all that apply to this trip:

☐ Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission

☐ Scheduled common carrier is not available or is not practical to support the mission

☐ Potential for traffic, weather, or routing delays would negatively impact the mission

☐ POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission

Save

May 2022
travel.dod.mil

Sections 1 & 2
 Constructed
 Itinerary and
 Constructed Cost

Section 3
 Cost Avoidances

Section 4
 Other Considerations

Figure 8: Pre-Travel Worksheet Sections

Constructed Travel Examples

Here are some examples to help improve your understanding of constructed travel. Except for Scenario 5, let's assume the AO wanted you to take commercial air, but you wanted to drive your POV.

Note: This paper only provides a few scenarios. Other constructed travel situations are possible.

Scenario 1: A simple comparison with cheaper airfare

1. Per your DTS authorization, your POV mileage and allowable reimbursable expenses equal **\$400**.
2. Per your **Pre-Travel Worksheet**, the constructed airfare cost is **\$350**. You entered no cost avoidances or other considerations.
3. Result: Drive=**\$400**. Fly=**\$350**. The AO limited your transportation reimbursement, so you'll receive **\$350** if you drive.

Scenario 2: A simple comparison with cheaper driving costs

1. Per your DTS authorization, your POV mileage and allowable reimbursable expenses equal **\$650**.
2. Per your **Pre-Travel Worksheet**, the constructed airfare cost is **\$800**. You entered no cost avoidances or other considerations.
3. Result: Drive=**\$650**. Fly=**\$800**. The AO did not limit your transportation reimbursement, so you will receive **\$650** if you drive.

Scenario 3: A comparison with cheaper airfare and cost avoidances

1. Per your DTS authorization, your POV mileage and allowable reimbursable expenses equal **\$450**.
2. Per your **Pre-Travel Worksheet**, the constructed airfare cost is **\$375**. You'll have your own car at the TDY location and you won't have to rent a vehicle that you otherwise would have rented, so you entered a cost avoidance of **\$325** for the rental car and gas.
3. Result: Drive=**\$450**. Fly=**\$375** (+**\$325** for the rental car = an overall cost of **\$700**). Flying initially seems cheaper, but given the extra costs associated with the rental car, allowing you to drive is a better value for the Government. The AO did not limit your transportation reimbursement, so you will receive **\$450** if you drive.

Constructed Travel Examples (continued)

Scenario 4: Another comparison with cheaper airfare and cost avoidances

1. Per your DTS authorization, your POV mileage and allowable reimbursable expenses equal **\$525**. You will also incur an additional **\$300** for per diem on the extra travel days required to drive to and from the TDY location.
2. Per your **Pre-Travel Worksheet**, the constructed airfare cost is **\$550**. You'll have your own car at the TDY location and you won't have to rent a vehicle that you otherwise would have rented, so you entered a cost avoidance of **\$250** for the rental car and gas.
3. Result: Drive=**\$525** (+\$300 in extra per diem = an overall cost of **\$825**). Fly=**\$550** (+**\$250** for the rental car = an overall cost of **\$800**). Although the transportation costs are higher to fly, when you consider the extra per diem, flying is a better value for the Government, even after factoring in the extra costs associated with the rental car. The AO limited your transportation reimbursement and required you to enter a non-per diem status (e.g., leave) on all extra travel days, so you'll receive **\$525** if you drive, but no extra per diem.

Scenario 5: A voucher comparison with cost avoidances and additional considerations

1. Per your DTS voucher, you did not fly back to your PDS as the AO approved on the authorization. Instead, you drove a one-way rental car at a cost of **\$300**. As you explained in a comment, you used the rental car because A) a snowstorm closed the airport for your connecting flight, B) no other flights to your destination were available until the next day, and C) you had an urgent meeting at your duty station that you would have missed, if you stayed at the TDY location for an extra day.
2. Per your **Pre-Travel Worksheet**, the authorized airfare cost for the return flight was **\$150**. It also shows that had you remained overnight to catch a re-scheduled flight, you would have incurred **\$125** for an extra day of per diem. It also shows the weather delay mentioned above, but without the explanation.
3. Result of this one-way trip: Drive=**\$300**. Fly=**\$150** (+**\$125** in extra per diem = an overall cost of **\$275**). Flying seems cheaper, even with the extra per diem factored in, but because of the additional considerations (the weather delay, the urgent meeting), the AO chose not to limit your transportation reimbursement, so you will receive **\$300** for the return trip to your PDS. **Note:** Remember when changing travel modes and incurring additional cost, it is a good idea to contact the AO for approval for the changes (e.g., one-way rental car).

Mixed Modes – Constructed Travel

Mixed-mode constructed travel occurs when you use more than one en route transportation mode (e.g., POV + Airfare, POV + Train, POV + Rental Car, POV + Bus). Per *JTR, par. 020210-G. Reimbursement for Mixed-Mode Travel When POV Is Involved*, "When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see 020205), the travel is mixed mode. Reimbursement depends upon whether or not use of the POV was more advantageous to the Government."

**Mixed Modes –
Constructed
Travel
(continued)**

You will need to complete a **Pre-Travel Worksheet** providing a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly) and include it in the document. To provide documentation validating the cost of the standard transportation mode, use the [GSA City Pair Program \(CPP\)](#) website.

The *JTR, Table 2-12. Mixed-Mode Allowances and Reimbursements* outlines the conditions for **Allowances** and the **Determining Reimbursement**. If POV use is not to the Government's advantage, then reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.

**AO Review and
Approve Travel
Documents**

The AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the valid expenses IAW the [JTR](#). As an AO you will carefully review each expense entry, all comments, the supporting documentation, receipts, **Pre-Audit** flags, **Reason Codes**, and justifications confirming the document is within compliance of travel regulations and local policy.

To assist you in completing the task, the [Desktop Guide for Authorizing Officials](#) provides basic information to AOs on their official roles, explains the various tasks to complete along with a detailed checklist for each DTS document type. If you determine a document does not meet compliance and policy requirements, then return it (with comments) for traveler corrective action. In addition, the [AO Checklist and Instructions](#) trifold provides assists with reviewing documents and steps on how to complete actions in DTS.

If a traveler prefers to use a POV as the mode of travel, you will need to ensure the transportation reimbursement is in accordance with the [JTR](#). As an AO you should always review the [JTR](#) to assist help you understand constructed travel and determine reimburse for such expenses as POV use. Some key paragraphs not mentioned above are *par. 20203. Transportation Types Most Advantageous to the Government, to determine* what is allowable in the cost comparison, and the *par. 020302. Allowable Travel Time As It Affects Per Diem* to name a few.

Within the DTS document, when the mileage expense type is indicated you must verify the following:

- The traveler entered all mileage allowances accurately.
- If mileage is authorized and allowable, and it is not duplicated elsewhere in the document.
- The traveler used the DTOD for en route mileage.
- The traveler entered reasonable odometer mileage to official locations for in-and-around mileage.
- If the **Pre-Travel or Post-Travel Worksheet** is required, ensure that the traveler attached the supporting record.

AO - Review and Approve Travel Documents (continued)

- The traveler attached documentation validating the cost of the standard transportation mode, such as information from the [GSA City Pair Program \(CPP\)](#) website.

During the review process, if the traveler requested (authorization) or used (voucher) a transportation mode you did not authorize, the **Digital Signature** screen will display a **Constructed Travel Worksheet (CTW) Cost Comparison tool**. Use the available information within the tool to either *limit* the traveler's transportation reimbursement or to *allow* the traveler to receive the *full* reimbursement for their selected transportation mode. Once you approve the trip, the traveler is able to view their document and see if their transportation reimbursement reflects *full* or *limited*.

Note 1: If you were prompted to *limit* the travel on the authorization and did not, then you are not allowed to *limit* it on the voucher. See the *JTR, par. 010206. Travel Authorizations and Orders*, and the [JTR Supplement, Travel Orders](#).

Note 2: Mixed-mode constructed travel occurs when the traveler uses more than one en route transportation mode. For example, you direct a traveler to fly commercial air. The traveler flies to a TDY location, then purchases a POV and drives it home. The traveler must provide a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly) and include it in the document. If you don't limit the transportation reimbursement, the traveler will receive the total constructed cost for all transportation types used. If you approve the trip as *limited*, the traveler's transportation reimbursement may not exceed the constructed cost of travel by the directed mode.

Checking for Transportation Reimbursement Limitation

There are several ways you can see whether the AO *limited* your transportation reimbursement. This information paper shows just two of them. They both start with you logging onto DTS and viewing your travel document, which opens on the **Review Trip Authorization** (or **Voucher**) screen.

1. Scroll down to the *Accounting* section (Figure 9), which shows two costs, **ACTUAL** (Indicator 1) and **ALLOWED** (Indicator 2).
 - The **ACTUAL** amount (Figure 9, Indicator 1) shows the costs you entered.
 - The **ALLOWED** amount (Figure 9, Indicator 2) shows the costs the AO approved.
 - If the amounts match, the AO did not limit your transportation reimbursement. If the amount in the **ALLOWED** column is smaller than the **ACTUAL**, the AO limited your transportation reimbursement.

Checking for
Transportation
Reimbursement
Limitation
(continued)

Accounting [Expand All](#) | [Collapse All](#) [Go to Accounting](#) →

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
23 Default CIC:15L2POL2P33186	DTMO SDN:002QPY	\$1680.75	\$1705.47

Show Details ▲

Figure 9: Review Trip Screen (Accounting Summary Section)

2. Select **Sign and Submit** from the **Progress Bar**. The **Digital Signature** screen opens.
- Select **Show Previous Stamps** to open the document stamping history. If it contains a **CONSTRUCTED TRAVEL** stamp (Figure 10), the **COMMENT** identifies whether the AO limited your transportation reimbursement. **Government Amount** means they did; **Traveler Amount** means they did not. Go to the **Cost Comparison** tool to see the costs involved.

06/25/2023 02:50PMEST	NAME	COMMENT
CONSTRUCTED TRAVEL	Chris A West	Government Amount

Figure 10: Digital Signature Screen (Document History)

Note: When **Constructed Travel** rules apply, the **Digital Signature** screen displays a **CTW Cost Comparison** tool (Figure 11). The screen displays the figures the AO used when deciding whether to limit your transportation reimbursement, but does not identify whether they actually limited the trip. See the **Digital Signature** stamp for transportation reimbursement.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. The AO has approved the following allowed cost:

Government Preferred Transportation		Traveler Preferred Transportation	
Transportation Costs (Box 2.D)*	\$ 120.00	Pvt Auto-TDY/TAD	\$156.97
TMC Fee (Box 2.E)*	\$ 12.25		
Total Allowed Cost	\$ 132.25	Total Allowed Cost	\$ 156.97

Figure 11: Digital Signature Screen (CTW Cost Comparison Tool)

Key JTR References

Regulations about constructed travel appear throughout the [JTR](#). Below are some key [JTR](#) entries to consult when using constructed travel:

- *JTR, par. 020210*, for information on:
 - Using private autos and motorcycles
 - Cost comparisons, highlighting constructed costs allowable when comparing POVs against other transportation modes
 - Cost comparisons when using mixed transportation modes that include a POV
- *JTR, Table 2-11*. Cost Comparison Rules for Using a POV
- *JTR Table 2-12*. Mixed-Mode Allowances and Reimbursements
- *JTR, Appendix A*: Definitions and Acronyms, Policy Constructed Airfare (definition)

Resources

The DTMO website provides several travel resources. To see the full list, go to the main [Training](#) page and search the [Training Search Tool](#). Below are some references.

- [DTS Guide 2: Authorizations](#)
- [DTS Guide 3: Vouchers](#)
- [How to Calculate POV Mileage Allowances](#)
- [Joint Travel Regulations \(JTR\)](#)
- [Desktop Guide for AOs/COs](#)
- [AO Checklist and Instructions](#)
- [Passport](#): TraX WBTs for Constructed Travel, DTS Basics – DTS Travel Documents (DTS 101), and DTS Approval Process